

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 October 1956

FROM : Chief, Reading Improvement Branch

SUBJECT: Weekly Activities
9-16 October 1956

1. Reading Improvement Class No. 31 started Monday, 15 October, with 30 students enrolled. Offices are represented as follows: DD/S - 7; DD/I and Executive Secretariat - 9; DD/P - 14. The class is being conducted in three one-hour sections: 8:30, 10:00 and 11:15 a.m.

2. The employees who completed Reading Improvement Class No. 30 are being retested this week.

3. Two new study reading tests based on cable material have been completed and will be used for improvement measurement in the current class.

4. We are drafting terms of reference for further study of the problem of readability of Agency memoranda.

25X1

25 YEAR RE-REVIEW